

July 1, 1999

**CLASS SPECIFICATION  
SAN DIEGO CITY CIVIL SERVICE COMMISSION  
COLLECTIONS INVESTIGATOR I**

**DEFINITION:**

Under general supervision, to collect payment in full on the City's delinquent accounts receivable; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Collects delinquent funds owed the City stipulated in various municipal codes, ordinances and resolutions;
- Researches various written and computerized records available to determine account status and establish proof of debt;
- Contacts other City departments and agencies to gather information related to the collection of delinquent accounts;
- Locates missing debtors using assorted skiptracing techniques;
- Explains and interprets relevant governing codes, ordinances, and resolutions;
- Contacts and negotiates with debtor to elicit payment in full;
- Recommends and sets-up payment schedules for debtors unable to make payment in full;
- Initiates litigation and gathers and prepares documents verifying proof of debt for presentation in court;
- Locates and identifies debtor assets for attachment;
- Recommends write-off on uncollectible accounts;
- Maintains records of work performed;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience performing charged-off debt collection and investigations work for a government agency, finance company or collection agency. Qualifying experience must include skiptracing delinquent debtors, and negotiating terms of payment, setting up payment schedules, and assembling/ verifying documents and other proof of debt to support litigation.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.